



## **EXECUTIVE COMMITTEE**

Tuesday, November 7, 2017

1:30 P.M. – 2:30 P.M.

3839 North 3rd Street, Suite 306, Phoenix, Arizona 85012

### **DRAFT MINUTES**

An Executive Standing Committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened Tuesday, November 7, 2017 at the ADDPC Office, 3839 North 3<sup>rd</sup> Street, Suite 306, Phoenix, Arizona 85012. Notice having been duly given. Present and absent were the following members of the ADDPC.

<b>Members Present</b>	
John Black, Chairperson,	Melissa Van Hook, Vice-Chair
Andrew Robinson, Telephone	Matthew Isiogu, Telephone
Monica Cooper, Telephone	Ray Morris, Telephone

<b>Members Absent</b>
Larry Wanger

<b>Staff/Guests</b>	<b>Guests</b>
Erica McFadden, Executive Director Marcy Crane, Staff Lani St. Cyr, Staff Michael Leyva, Staff	

#### **A. Call to Order/Welcome**

Chairperson John Black welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) Executive Committee meeting. The meeting was called to order at 1:30 P.M. Roll call and participant introductions were completed.

#### **B. Approval of Meeting Minutes**

The minutes from the September 15, 2017 Executive Committee meeting were reviewed. A motion was made by to approve the Executive Committee Meeting Minutes by Melissa Van Hook. The motion was seconded by Andrew Robinson. The motion carried.

#### **C. NACDD Membership Dues Update**

Erica McFadden spoke with five different Councils. The recommendation was to pay the dues this year, since there have been so many changes at the national level. A new Public Policy Director has been appointed, and she has been on top of things. She sends out weekly updates and is more thorough than the previous director. If there continues to be a delay of information and a lack of responsiveness to Council issues, we are advised to not pay next year. Erica will still write the letter to Donna Metzger, the President of NACDD, to

share feedback and thoughts for NACDD on future efforts. This letter will be reviewed by the Executive Committee before it is released. Monica made a motion that the Executive Committee make a recommendation to the full Council to pay the NACDD dues for this year in the amount of \$11,338. The motion was seconded by Matt Isiogu. The motion unanimously carried.

#### **D. Council Appointment Update**

John Black shared that out of 23 positions, 22 were currently appointed – one is in process of being appointed. We have one new member – Cindy Findley with the Arizona Caregiver Coalition. The office is awaiting final confirmation of Maureen Casey, the Assistant Director of DDD, to join the Council. Once she is on, we will have a full Council for the first time.

#### **E. Grants Committee Report Out**

##### **Fiscal reports, contracts, and timelines**

Lani St. Cyr reviewed the Financial Update and explained that FFY15 funds were fully liquidated and FFY16 funds were fully obligated by the September 30, 2017 deadline. She also pointed out approximately \$822,000 of FFY17 funds will need to be obligated by September 30, 2018. For FFY 2018, the Council has received approximately \$270,000 or around 20% of the total anticipated award. This award amount is the only confirmed funding the Council has for FFY18, as the Continuing Resolution the Council is funded under expires December 8, 2017 and there has been no further communication on the federal level regarding further funding.

Lani then reviewed the current Council funded projects, highlighting the contracts that have been granted no cost extensions. It was also mentioned that there were no current concerns with contract compliance and the only invoice that appears delayed is the NAU/IHD PBIS project, but that is only because they invoice on a quarterly basis rather than monthly. Melissa asked for the expenditure amount for Untapped and what the expenditures were allocated to. Lani said she would gather that information for her.

Lani St. Cyr gave an overview of the four timelines created to outline the projects and requirements of the Council. The Current Contract Timeline shows the contract period for all existing contracts, as well as identifies when narrative and fiscal reports are due. It also shows when renewal requests should be submitted by grantees. The next timeline was an alternative format of the Current Contract Timeline. The third timeline reflected the Federal Requirements of the Council including when federal reports are due, when grant awards are received, and when funds must be fully obligated and liquidated. The final timeline reviewed the ideal timeframe for when competitive solicitations should be awarded as well as the various steps involved with creating, evaluating, approving and establishing the final contract and award. It was clarified to the committee that having one time of year to receive solicitations makes it less confusing, and gives staff more time to report for the feds if grantees ask for extensions beyond June 30.

### **RFI and Contract Extension Process**

Marcella Crane reviewed the Request for Information (RFI) Policy with the goal to release the RFI/s on an annual basis between September and November. She then reviewed the draft RFI Form to be used. There will be a cover letter to further identify the goal areas/activities the Council would like organizations to focus on. The letter will clarify if an organization wants to do multiple projects they will need to submit multiple RFIs. It was explained that the RFI would be used as a tool to gather ideas for Solicitations.

Marcella Crane also discussed the draft policy regarding the Council's policy for grantee's that request a No Cost Extension. The policy clarifies that grantees shall notify Council staff a minimum of 90 days before the contract ends to facilitate discussion and approval by the Grants, Executive and full Council. Also, a request for a No-Cost Extension shall not exceed an additional 9 months to afford the grantee the necessary time to complete ongoing tasks and expend award dollars. Renewals may be offered at level or step-down funding, depending on the nature of the request. The motion was made by Monica Cooper, and seconded by Melissa Van Hook to accept the RFI and revised contract renewal/extension process with the stated changes. The motion unanimously carried. It will be presented to full council for a vote.

The Unsolicited Grants policy was tabled.

### **F. Solicitations/Contracts for Review**

The Employment First Committee, a committee the Council is participating in, has submitted a proposal to the Council to fund. The proposal is from the UA Sonoran UCEDD, to fund the development and maintenance of the Arizona Employment First website. The purpose of the website is to provide access to inclusive employment related opportunities, facilitate community connections, and encourage and increase inclusion of individuals in the workplace through a centralized platform for comprehensive access to employment related information. The projected costs for Year 1 is \$25,539 and Year 2 is \$12,761. This proposal has been recommended by the Grants committee. A motion to approve the Sonoran UCEDD Year 1 only for the Employment First Website Proposal and forward to the full council for consideration was made by Melissa Van Hook, seconded by Monica Cooper. The motion carried.

The Council's current contract with ASU Morrison Institute stipulates the Participatory Budgeting process to focus on an unserved/underserved community. Council staff has set aside \$40,000 and based on current research data, Cochise County was identified. Council staff met with members of the community recently to brain storm on possible funding ideas and they were excited to partner with the ADDPC. The Participatory Budgeting process is two-fold: The Council staff will release a competitive RFGA that focuses on Projects that promote Inclusion; various organizations in Cochise County submit in applications to the ADDPC; our office coordinates the evaluation process to recommend the top three applicants to the community members that will ultimately chose one for funding. ASU MI role will be to coordinate and oversee the community members that are chosen to be on the citizen panel. Official award notice will be from the ADPPC with regular terms and conditions, contract monitoring, and regular submission of fiscal and narrative reports. ASU MI's contract ends on 2/28/18, thus the scope of work and other details of the solicitation will need to be quickly

finalized. The recommendation to advance this project for consideration by the Executive and full Council for \$40,000 to be released in the competitive solicitation was made by Matt Isiogu and seconded by Melissa Van Hook. The motion carried.

Marcella Crane and Erica McFadden discussed the draft Request for Bid for an Economic Analysis to be completed to help facilitate increasing employment outcomes for people with disabilities. They reviewed the purpose of the bid and the tasks to be completed. The Council is looking for a Doctoral level researcher to complete the economic analysis and the staff is researching state vendors to release the bid to. The Committee expressed their agreement with the project and showed interest in the developmental disability demographic information to be gathered. Melissa Van Hook made a motion to forward the request for bid for full Council consideration. The motion was seconded by Matt Isiogu, and unanimously approved. The motion carried.

#### **G. Public Policy Report Out**

Erica McFadden gave an update on the ADA survey developed to obtain information from Arizona's 91 cities and municipalities. Erica stated she received good feedback from the new ADA coordinator in Show Low and that she plans to pilot this with a few cities to see how the phone calls go. Casey Paschall, ADDPC's Intern will take the lead on this project with a final report developed to be shared with the Council. Grants committee approved the process.

The Public Policy committee agreed that staff should monitor upcoming legislation and inform the committee and full Council. Our role is to educate and inform and work with other groups that have similar interest in disability issues, such as The Arizona Chapter of the Arc, Ability 360, and ACDL. A few actions will be undertaken by staff to keep the committee informed, including monitoring of bills on LOLA and from the AZ chapter of the Arc, cross-post legislative bills to our website and social media accounts, write blogs about specific legislative bills, and attend round table meetings that discuss legislative matters that impact the disability community. It was suggested that we begin to attend the weekly phone conferences with PAFCO.

The Council will be working with the county recorder offices and others to increase the number of people in group homes who can vote. Rebecca Peterson, MSW student, will be leading this effort. We have also had discussion with the Executive Director of League of Women voters to include a person(s) with intellectual disabilities on their advisory panels. These panels test their plain language re-writes of ballot initiatives.

In addition, we are currently looking into the status of supported decision-making in Arizona and what we need to do legislatively to support more decision-making opportunities for people with DD. Melissa Van Hook suggested we connect with some of the parents in the autism community who are very interested in this issue.

In the last Public Policy standing committee meeting, Larry Wanger suggested that the Council could help support leadership training in this state by coordinating a marketing/PR campaign to increase the number of people recruited into these classes statewide. The Executive Committee was open to including this under the current work plan. Melissa Van Hook moved that we include supporting a marketing/PR campaign in the 2018 workplan. It was seconded by Monica Cooper.

**H. Announcements**

No announcements.

**I. Adjournment**

Melissa Van Hook made the motion to adjourn the meeting; seconded by Andrew Robinson; the motion carried. The meeting adjourned at 2:45 P.M..

Dated this 13<sup>th</sup> day of November, 2017  
Arizona Developmental Disabilities Planning Council